

DEPARTMENT OF INSURANCE  
OFFICE OF THE FIRE MARSHAL  
ENGINEERING AND CODES DIVISION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Safety Services Group, State Property Fire Fund Division to Office of the Fire Marshal, Engineering and Codes Division**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated **February 24, 2003**. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**OFFICE OF THE FIRE MARSHAL  
Engineering and Codes Division**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

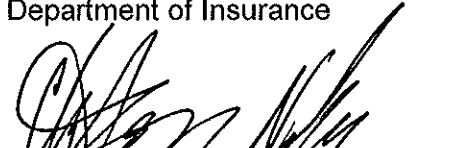
**OFFICE OF THE FIRE MARSHAL  
Engineering and Codes Division**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

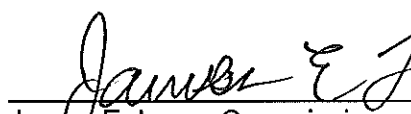
  
Angie Brogden, Chief Records Officer  
Department of Insurance

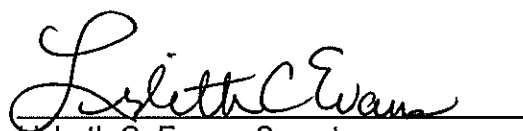
  
James C. Roberts, Section Supervisor  
State Property Plan Review Section

  
Chris Noles, Deputy Commissioner  
Engineering and Codes Division

  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
James E. Long, Commissioner  
Department of Insurance

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

DEPARTMENT OF INSURANCE  
OFFICE OF STATE FIRE MARSHAL  
ENGINEERING AND CODES DIVISION

**ITEM 2305. PLANS FOR STATE OWNED BUILDINGS FILE.** Official copies of state-owned building plans submitted for division approval. Prior to 1956 these plans were kept in both the Department of Insurance and the Department of Administration. From 1956 forward, the plans are destroyed by the Department of Insurance after final approval, however, they are kept by the Department of Administration, State Property Office.

DISPOSITION INSTRUCTIONS: Destroy in office upon completion of project.

**ITEM 11878. ARCHITECTS' CORRESPONDENCE FILE.** Official copies of correspondence concerning plans being reviewed and those which have been approved.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after plan is approved.

**ITEM 11885. SPECIFICATIONS FILE.** Reference copies of state-owned building specifications submitted for division approval.

DISPOSITION INSTRUCTIONS: Destroy in office upon completion of project.

**DEPARTMENT OF INSURANCE  
OFFICE OF THE STATE FIRE MARSHAL  
ENGINEERING AND CODES DIVISION**

**PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE**

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**ENGINEERING AND CODES DIVISION**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

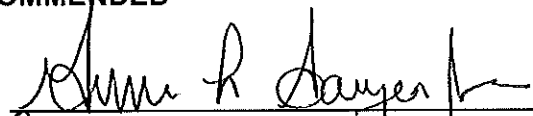
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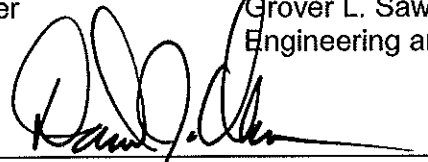
**ENGINEERING AND CODES DIVISION**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**


  
Sylvia East, Chief Records Officer  
Department of Insurance

  
Grover L. Sawyer, Jr., Deputy Commissioner  
Engineering and Codes Division

  
David J. Olson, Director  
Division of Historical Resources

**APPROVED**

  
Jim Long, Commissioner  
Department of Insurance  
State Fire Marshal

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

February 24, 2003

LRM

Department of Insurance

Office of the State Fire Marshal

Engineering and Codes Division

Item 2267. BUILDING PLANS FILE. Building plans submitted as required by G.S. 58-31-40 for approval prior to work initiation. File includes plans for private and public buildings. (Building plans for certain state-owned structures are submitted to the State Records Center as follows: community colleges, from the Department of Administration, State Construction Office (Item 34); institutional occupancies, from the Department of Health and Human Services, Division of Facility Services, Construction Section, Blueprints File (Item 1719). Building plans for public schools are not required to be microfilmed.)

DISPOSITION INSTRUCTIONS: Transfer building plans for buildings owned by the state or its subdivisions, except as noted above, and building plans for buildings owned by a county or city to the State Records Center after 1 year to be microfilmed for permanent storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Destroy in office remaining records after 1 year.

Item 2268. BUILDING SPECIFICATIONS AND LETTERS OF APPROVAL FILE. Specifications for buildings submitted to the Engineering and Codes Division for approval. File includes letters of approval and correspondence concerning specifications for buildings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center records concerning buildings owned by the state, a county, or a city after 1 year. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy in office remaining records after 1 year.

Item 3523. NORTH CAROLINA BUILDING CODE COUNCIL MINUTES FILE. Records in electronic and paper formats concerning the proceedings of council committee meetings. File includes audio tape recordings of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office audio tapes when administrative value ends. Transfer official signed copies of the minutes to the State Records Center after 1 year to be microfilmed for permanent storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records are microfilmed. Destroy records in electronic format when reference value ends.

Department of Insurance

Office of the State Fire Marshal

Engineering and Codes Division

Item 3699. SPECIAL OFFICE OF THE HANDICAPPED FILE. Records concerning building accessibility for handicapped individuals. File includes correspondence, projects, conference handouts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 3701. PLUMBING (GENERAL) FILE. Correspondence concerning interpretations of the North Carolina Plumbing Code and standards of national organizations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 3702. MECHANICAL FILE. Correspondence concerning interpretations of North Carolina Heating Code and engineering and sales data on mechanical equipment.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 3738. NORTH CAROLINA BUILDING CODE COUNCIL FILE. Records in paper and electronic formats concerning the Building Code Council. File includes proceedings of public hearings, correspondence, hearing agendas, supporting documentation for proposed amendments to building codes, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 10167. CODE OFFICIAL QUALIFICATIONS BOARD MINUTES FILE. Minutes in microfilm, paper, and electronic formats of the Code Official Qualifications Board, which certifies building, electrical, plumbing, mechanical, and fire prevention inspectors in North Carolina. File includes audio tapes of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office audio tapes when administrative value ends. Retain microfilm in the State Archives vault permanently. Transfer official signed copies of the minutes to the State Records Center for immediate transfer to the Archives. Erase in office records in electronic format when reference value ends.

Department of Insurance

Office of the State Fire Marshal

Engineering and Codes Division

Item 11887. CODE OFFICIAL QUALIFICATIONS FILE. Records concerning certification of building, electrical, plumbing, mechanical, and fire prevention inspectors in North Carolina. File includes applications, examinations, grades, investigation records, renewal records, correspondence, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records, and G.S. 93B regarding the confidentiality of insurance examination records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 11891. CARD INDEX TO BUILDING PLANS FILE. Index to building plans submitted to the office.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 11893. GENERAL CORRESPONDENCE FILE. Correspondence in paper and electronic formats received from inspectors, contractors, and the general public. File includes answers to code-related problems.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

Item 11894. STANDARDS FILE. Equipment test standards of Underwriters Laboratories Inc. and the American Gas Association.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 11896. ENERGY FILE. Correspondence concerning interpretations of the North Carolina Energy Code and engineering data on insulating materials and methods.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 11897. PLUMBING (EQUIPMENT) FILE. Engineering data concerning plumbing equipment and systems.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 11901. COUNTY ELECTRICAL INSPECTORS CERTIFICATION FILE. Records concerning certification for county electrical inspectors.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

Department of Insurance

Office of the State Fire Marshal

Engineering and Codes Division

Item 45724. HOME INSPECTOR LICENSURE BOARD MINUTES FILE. Minutes in paper and electronic format of the Home Inspector Licensure Board. File includes audio tapes of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office audio tapes when administrative value ends. Transfer official signed copies of the minutes to the State Records Center for immediate transfer to the State Archives. Destroy records in electronic format when reference value ends.

Item 45725. HOME INSPECTOR LICENSURE BOARD FILE. Records in paper and electronic formats concerning the certification of home inspectors. File includes examinations, grades, investigation records, renewal records, correspondence, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records, and G.S. 93B regarding the confidentiality of insurance examination records.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

Item 45726. PLAN INDEX DATABASE (ELECTRONIC) FILE. Electronic records concerning building plans submitted to the office. Electronic file includes project name, architect or designer, county, approval date, and other related data. (File maintenance and back up procedures performed by the Department of Insurance, Information Systems Division.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 45727. EXAMINEE DATABASES (ELECTRONIC) FILE. Electronic records concerning examinees of the Home Inspector Licensure or Code Official Qualifications Boards. Electronic files include examinees' contact information, examination grades, qualifications, and other related data. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records, and G.S. 93B regarding the confidentiality of insurance examination records.) (File maintenance and back up procedures performed by the Department of Insurance, Information Systems Division.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when examinee notification is complete.

Department of Insurance

Office of the State Fire Marshal

Engineering and Codes Division

Item 46743. OFFICIAL DISCIPLINARY HEARING FILE. Records concerning complaints brought against certified inspectors. File includes complaints, investigative reports, audio tapes of hearings, and hearing records.

DISPOSITION INSTRUCTIONS: Destroy in office audio tapes after period for appeal has passed. Destroy remaining records when administrative value ends.